



April 2, 2004

REGION IV: DIRECTIVE NO. 03-05: Revised WSSR
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TO: REGION IV CENTER DIRECTORS
REGION IV JOB CORPS CENTER OPERATORS
REGION IV OFFICE STAFF

FROM: JOSÉ M. de OLIVARES
Regional Director
Office of Job Corps

THROUGH: JUNE C. BOSWELL
Program Operations Division Chief
Office of Job Corps

SUBJECT: REVISED WEEKLY STUDENT STRENGTH REPORT (WSSR)

1. **Purpose:** To improve reporting and regional monitoring of student movement, center capacity utilization, weekly center progress toward meeting OMS outcomes, and appropriate use of present for duty statuses.
2. **Background:** The former Dallas Regional Office of Job Corps has long required centers to submit a weekly WSSR, that has helped regional office staff to monitor and provide centers with guidance regarding student arrivals, separations, graduation rates, center OBS, and related information. This report provided more detailed and more immediate information than is available from the Job Corps Data Center reports, therefore allowing more immediate and more detailed monitoring and guidance to be provided.

The Region IV Office now requires this information from all Region IV Job Corps Centers. Since many centers experienced different levels of difficulty entering information and getting cells to calculate correctly, the template has been revised and certain cells have been protected so they cannot be inadvertently changed. Other minor but important changes have been added, along with an instruction sheet. These changes reflect the growing importance of accountability for the Present for Duty Off Center status of students.

3. **Action:** Center Directors or their designees must complete the attached revised WSSR spreadsheet each week and submit it no later than 5:00 p.m. central time each Thursday (via email whenever feasible) to their Department of Labor Project Manager. Each report should cover the 7-day period from the previous Thursday through Wednesday (the day before the report is due). Copies should also be sent to June Boswell, Chief, Division of



Albuquerque • Anaconda • Boxelder • Quentin N. Burdick • David L. Carrasco • Carville • Cass • Clearfield
• Collbran • Gary • Guthrie • Kicking Horse • Laredo • Little Rock • New Orleans • North Texas • Ouachita
• Roswell • Shreveport • Talking Leaves • Trapper Creek • Treasure Lake • Tulsa • Weber Basin

Program Operations (boswell.june@dol.gov) and Frank Stluka, Management and Program Analyst (stluka.frank@dol.gov). The spreadsheet itself is on the first tab of the attached file. The second tab includes line-by-line instructions for its completion.

4. **Effective Date:** The first WSSR using this format is due to the Regional Office on April 8, 2004.
5. **Expiration Date:** Until superceded.
6. **Inquiries:** Please direct any questions to Frank Stluka at 214-767-2579 or to your Department of Labor Project Manager.

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